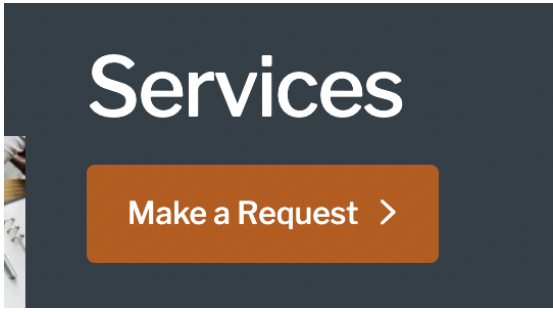

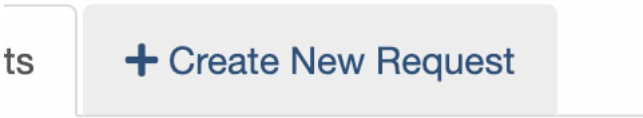


How to Upload Files for RTF to Captioning and Transcription Services

NOTE!! tell them not to include music notes because they do not come back into AVID via the .stl

<p>FOR use in AVID Media Composer REQUEST A .stl file Make .mxf exports of the reels or sequences using this wiki AVID - How to export a timeline as a MXF OP1a DNxHD .mxf file</p>	<p>https://captioning.lib.utexas.edu/</p>
	 A screenshot of a website with a dark blue background. The word "Services" is written in large white font. Below it is an orange button with the text "Make a Request" and a right-pointing chevron.
<p>You will need to enter in your EID and PW. Also go through the DUO authentication.</p>	<p>Sign in with your UT EID</p>  A screenshot of a login interface. It has the heading "Sign in with your UT EID". Below it are two light blue input fields: the first contains the text "kraftsu", and the second contains a series of dots. Below the fields is an orange button with the text "SIGN IN".
<p>You will click on the "Create a New Request" tab</p>	 A screenshot of a button with a light gray background. It features a blue plus sign followed by the text "Create New Request".

Click on Submit a caption request

Caption Requests

Video captions are transcribed and time synced by hand, then reviewed.

[Submit a caption request](#)

Transcription Requests

We will transcribe audio or video. Transcripts are provided as Word text.

[Submit a transcription request](#)

Automated Transcription Requests

Create automated captions or transcripts with this do-it-yourself option.

[Submit an automated transcription request](#)

Spanish Translation Requests

Translation can be requested as subtitles or text transcript. We offer English to Spanish, and Spanish to English translation.

[Submit a translation request](#)

Contact Info

Submitter EID

kraftsu

Submitter name

Susanne U Kraft

This will autofill just
leave this info

Submitter email

susanne.kraft@austin.utexas.edu

College or department

Moody College - Radio TV - Film Department

☒ Select if your request is for an ADA Accommodation

Only check this box if your course has enrolled students with SSD ;
necessitate captions--such as students with DHH (Deaf or Hard-of-
accommodations.

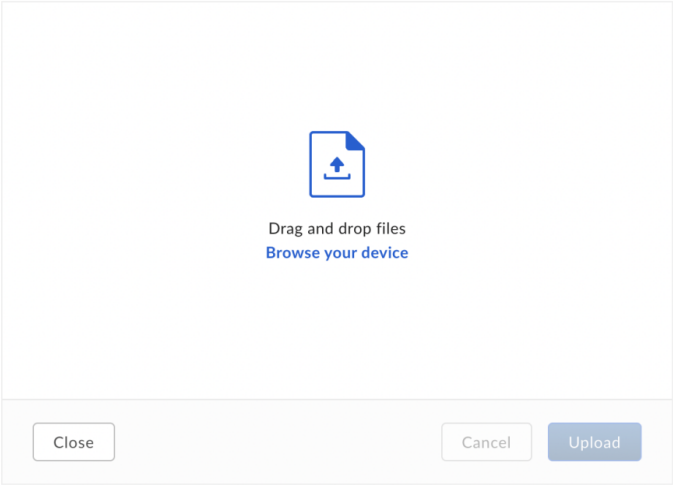
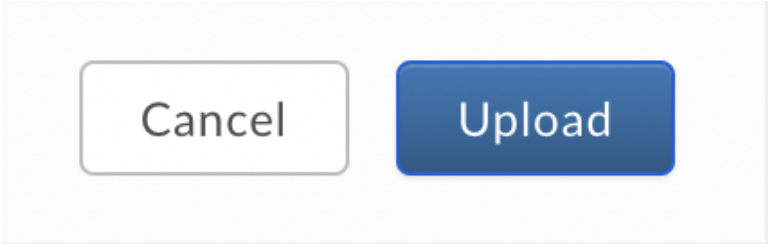
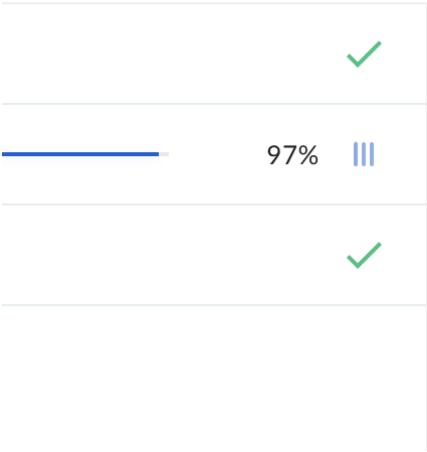
Course number

RTF390C

Course number ex. GOV 310, EDP 383

Project name

Students Name - Project Name

<p>Upload the files</p> <p>Click Upload when all the files are uploaded</p>	<p>How would you like to submit files?</p> <p><input checked="" type="radio"/> Upload Files via Box</p> <p><input type="radio"/> Share links</p> <p>Upload file below</p> <div data-bbox="404 300 1073 781">  </div>
	<div data-bbox="380 825 1143 1066">  </div>
<p>Drag the files over from your computer to the window to upload and choose</p> <p>upload when the file finishes uploading there will be a check box</p>	<div data-bbox="380 1234 803 1682">  </div>
<p>Check rush delivery if you need fast turnaround. It is okay to use for RTF Screening</p> <p>files that are meeting a deadline or class content.</p>	<p>Rush Delivery</p> <p><input checked="" type="checkbox"/> Expedited turnaround (additional \$1.00 per minute)</p> <div data-bbox="440 1797 1300 1908"> <p>Orders totaling over an hour runtime may take longer than 24-hours even under a rush.</p> </div> <p>Special instructions or other notes</p>

When the captions are finished you will get an email with a download link.

Click on the link

Completed captions files - Request CP25984 (Susanne Kraft)

It's better to just log in to the Captioning Services website to download your files

Log in

Click on the Download button in the upper left corner to download the caption

files

Download

ik



You will get a .zipped file but when expanded will contain all the .txt, .srt, and .stl

that you requested.

Next bring those into AVID

[AVID - How to Import Captioning Text and Use the Subcap Tool](#)

Or Premiere

<https://www.adobe.com/creativecloud/video/discover/add-subtitles-to-video.html>

Request_2022_10_25

STEREO O...4 1080p.txt

MIB_UHD_...220808.srt

MIB_UHD_...220808.txt

Give Kenya Gillespie.stl

Give Kenya Gillespie.srt

MIB_UHD_...220808.stl

STEREO O...4 1080p.stl

Give Kenya Gillespie.txt

STEREO O...4 1080p.srt

Request_2022_10_25.zip